

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

To supervise, schedule, coordinate and participate in the activities of the public works inspection unit; and to perform public works inspections of public improvements including streets, gutters, water and sewer lines, roads, and drainage structures, to assure compliance with applicable laws, ordinances, standards, plans, and specifications.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Works Inspector series. The Senior Public Works Inspector is distinguished from the Public works Inspector by the responsibility assumed for supervising and coordinating the inspection section. Positions in this class require the frequent use of independent judgment in making decisions in accordance with established rules and procedures. Guidance and assistance is likewise provided to less experienced staff within the unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Civil Engineer.

Exercises direct supervision over assigned Public works Inspectors. May exercise indirect supervision over technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule, coordinate and participate in the activities of the Public Works Inspection unit.

Resolve conflicts between contractors and inspectors.

Review vacation and time off requests of inspectors to ensure proper coverage of projects.

Inspect projects under construction for conformance to approved plans and specifications.

Approve construction methods and materials for streets, underground facilities, lighting, parks, and special structures.

CITY OF MILPITAS
Senior Public Works Inspector (Continued)

EXAMPLES OF DUTIES

Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Review plans and specifications of assigned project; attend pre-construction conferences as assigned.

Inspect materials for identification and conformance to specifications.

Take samples of materials for examination or analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; approve billings and progress payments to testing laboratories and contractors; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Confer with property owners regarding project schedule, hazards and inconvenience.

Coordinate work with other City departments and utilities.

Prepare activity records and reports.

Recommend design alterations as required.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City policies and procedures relating to construction inspection.

Applicable laws, regulations, and codes.

CITY OF MILPITAS
Senior Public Works Inspector (Continued)

Knowledge of:

Defects and faults in construction, including structural construction.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Soil mechanics and geology.

Principles of engineering as applied to construction inspection.

Materials sampling, testing, and estimating procedures.

Engineering mechanics of structures.

Ability to:

Interpret and apply applicable codes, ordinances, rules, and regulations.

Inspect large and complex construction projects, including structural construction.

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

Deal firmly and tactfully with contractors, engineers and property owners.

Communicate effectively, orally and in writing.

Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

Analyze construction plans, specifications, and maps.

Prepare technical reports.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

CITY OF MILPITAS
Senior Public Works Inspector (Continued)

Experience:

Three years of increasingly responsible public works inspection experience including some supervisory responsibilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

City Manager